# STAFF FUNCTIONS

# (0603)

# EDUCATIONAL OBJECTIVES

**IDENTIFY THE BASIC FUNCTIONS OF A BATTALION OR LARGER SIZED UNIT STAFF.**

# STAFF FUNCTIONS

## GENERAL

**THE STAFF OF A UNIT CONSISTS OF THOSE OFFICERS AND ENLISTED MARINES WHO ASSIST AND ADVISE THE COMMANDER**

# STAFF FUNCTIONS

## STAFF COMPOSITION

IN UNITS COMMANDED BY A GENERAL OFFICER, THE STAFF ORGANIZATION CONSISTS OF A GENERAL STAFF, A SPECIAL STAFF, AND A PERSONAL STAFF.

PERSONAL STAFF

SPECIAL STAFF - (C/S.XO)

GENERAL STAFF - (C/S, XO)

# STAFF FUNCTIONS

## EXECUTIVE OR GENERAL STAFF

**(a) PERSONNEL**

**(b) INTELLIGENCE**

**(c) OPERATIONS AND TRAINING**

**(d) LOGISTICS**

**(e) CIVIL AFFAIRS (WHEN AUTHORIZED)**

**(f) FINANCIAL MANAGEMENT**

# STAFF FUNCTIONS

## GENERAL STAFF

**ORGANIZATION - (C/S, XO)**

**AC/S, G-1/S-1, G2/S-2, G-3, S-3,**

**G-4/S-4, G-5/S-5**

**GENERAL DUTIES - INFORMATION,**

**RECOMMENDATIONS, FORMULATION, ETC,**

**(FOR SPECIFIC AREAS)**

# STAFF FUNCTIONS

## CHIEF OF STAFF

**DIRECTS**

**COORDINATES**

**SUPERVISES**

# STAFF FUNCTIONS

## DEPUTY CHIEF OF STAFF

**THE DEPUTY CHIEF OF STAFF ACTS FOR THE CHIEF OF STAFF DURING THE LATTER'S ABSENCE AND ASSISTS HIM/HER BY PERFORMING SPECIFIC DUTIES AS DIRECTED.**

# STAFF FUNCTIONS

## STAFF SECRETARY

THE STAFF SECRETARY IS NOT A MEMBER OF EITHER THE GENERAL OR SPECIAL STAFF. HOWEVER, THE NATURE OF HIS/HER DUTIES AS AN ADMINISTRATIVE ASSISTANT TO THE CHIEF OF STAFF REQUIRES A CLOSE RELATIONSHIP WITH THIS OFFICER AND WITH THE OFFICERS OF THE GENERAL AND SPECIAL STAFFS.

# G-1 / S-1

**THE G-1 / S-1 IS THE PRINCIPAL STAFF ASSISTANT IN MATTERS PERTAINING TO PERSONNEL MANAGEMENT, INTERNAL ORGANIZATION AND OPERATION OF THE HEADQUARTERS, AND MISCELLANEOUS ADMINISTRATIVE FUNCTIONS NOT SPECIFICALLY ASSIGNED TO ANOTHER GENERAL STAFF SECTION.**

# STAFF FUNCTIONS

## G-1 / S-1

**STRENGTHS**

**REPLACEMENTS**

**DISCIPLINE, LAW, AND ORDER**

**PRISONERS OF WAR**

**GRAVE REGISTRATION**

# G-1 / S-1 (CONT)

**MORALE AND PERSONAL SERVICES**

**PERSONNEL PROCEDURES**

**CIVILIAN EMPLOYEES**

**INTERIOR MANAGEMENT**

# STAFF FUNCTIONS

## G-2 / S-2

THE G-2 / S-2 IS THE PRINCIPAL STAFF ASSISTANT IN MATTERS PERTAINING TO THE ENEMY AND TO THE AREA OF OPERATIONS, AND IN MATTERS PERTAINING TO INFORMATION CONCERNING FOREIGN COUNTRIES WHICH ARE SIGNIFICANT TO MILITARY PLANNING AND OPERATIONS. THE RESPONSIBILITIES OF THE G-2 / S-2 FALL INTO FIVE BROAD AREAS OF ACTIVITY: COMBAT INTELLIGENCE, COUNTERINTELLIGENCE, INTELLIGENCE TRAINING, SPECIAL INTELLIGENCE, AND ADMINISTRATION.

# G-2 / S-2 (C0NT)

PRODUCTION OF INTELLIGENCE

DISSEMINATION OF INTELLIGENCE

COUNTERINTELLIGENCE

MAPS, CHARTS, PHOTOGRAPHS, AND OTHER GRAPHIC AIDS

INTELLIGENCE TRAINING

# STAFF FUNCTIONS
## G-3 / S-3

**THE G-3 / S-3 IS THE PRINCIPAL STAFF ASSISTANT IN MATTERS PERTAINING TO ORGANIZATION, TRAINING, AND TACTICAL OPERATIONS.**

# STAFF FUNCTIONS

## G-3 / S-3 (C0NT)

**TACTICAL OPERATIONS**

**ORGANIZATION**

**TRAINING**

**CONTINGENCY PLANNING**

# STAFF FUNCTIONS

## G-4 / S-4

THE G-4 / S-4 IS THE PRINCIPAL STAFF ASSISTANT IN LOGISTIC MATTERS THE CSS FUNCTIONS OF SUPPLY, MAINTENANCE, TRANSPORTATION, MEDICAL/DENTAL, PASSENGER AND FREIGHT TRANSPORTATION, ENGINEER SUPPORT, LANDING SUPPORT, MATERIAL HANDLING, AND FOOD SERVICES. ON THE REGIMENTAL AND BATTALION LEVEL, THE S-4 ALSO HAS STAFF RESPONSIBILITY FOR FINANCIAL MANAGEMENT.

# STAFF FUNCTIONS

## G-4 /S-4 (C0NT)

**DETERMINES REQUIREMENTS FOR LOGISTICS AND CSS.**

**RECOMMENDS, IN COORDINATION WITH THE G-3/ S-3, POLICIES, PRIORITIES, AND ALLOCATIONS FOR LOGISTICS AND CSS.**

**SUPERVISES ALL ADMIN FUNCTIONS IN LOGISTICS AND COMBAT SERVICE SUPPORT MATTERS.**

# STAFF FUNCTIONS

## G-4 / S-4 (C0NT)

**RECOMMENDS THE TASK ORGANIZATION, EQUIPPING, LOCATION, MOVEMENT, AND EMPLOYMENT OF THE COMMAND'S COMBAT SERVICE SUPPORT ELEMENTS.**

**EXERCISES, FOR THE COMMANDER, MANAGEMENT OF THE COMMAND'S CSS OPERATIONS.**

**PLANS AND SUPERVISES MISC. RELATED AREAS.**

# STAFF FUNCTIONS

## G-5 / S-5 (WHEN AUTHORIZED)

**THE G-5 / S-5 IS THE PRINCIPAL STAFF ASSISTANT IN MATTERS PERTAINING TO CIVIL AFFAIRS.**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**PLANS, COORDINATES, AND SUPERVISES ALL CIVIL AFFAIRS ACTIVITIES.**

**PROVIDES ASSISTANCE TO G-2 / S-2 IN COLLECTING INTELLIGENCE FROM CIVILIAN SOURCES.**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**SUPERVISES THE COLLECTION, CARE, AND DISPOSITION OF REFUGEES AND DISPLACED PERSONS.**

**PLANNING FOR THE EVACUATION AND HOSPITALIZATION OF SICK, WOUNDED, AND INJURED CIVILIANS.**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**ENSURES THAT MEASURES ARE TAKEN TO CONTROL CIVILIANS IN ORDER TO AVOID INTERFERENCE WITH MILITARY OPERATIONS.**

**SUPERVISES THE CONTROL OF CIVILIAN ACTIVITIES AND RESOURCES, INCLUDING LABOR, AFFECTING MILITARY**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**PARTICIPATES IN PLANNING FOR THE CONTROL OF CIVIL AFFAIRS, INCLUDING CIVIL INFORMATION / EDUCATION, PUBLIC HEALTH, PUBLIC SAFETY / PROPERTY CONTROL, PUBLIC WORKS AND UTILITIES, AND CLAIMS.**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**PLANS FOR THE DISTRIBUTION OF SUPPLIES AND EQUIPMENT TO MEET MINIMUM CIVILIAN NEEDS.**

**PROVIDES STAFF SUPERVISION OVER ALL ATTACHED CIVIL AFFAIRS UNIT, AND MAKING PERIODIC RECOMMENDATIONS AS TO THE SIZE AND COMPOSITION OF THESE UNITS.**

# STAFF FUNCTIONS

## G-5 / S-5 (CONT)

**ESTABLISH AND MAINTAINING LIAISON WITH ALL OTHER ORGANIZATIONS CONDUCTING CIVIL AFFAIRS ACTIVITIES, TO INCLUDE THOSE OF THE UNITED STATES, INDIGENOUS, AND THIRD COUNTRIES.**

**PREPARES CIVIL AFFAIRS ESTIMATES, ANNEXES, AND REPORTS.**

# STAFF FUNCTIONS

## SPECIAL STAFF

### ORGANIZATION

**THE SPECIAL STAFF CONSISTS OF STAFF OFFICERS WHOSE ACTIVITIES THAT PERTAIN TO PARTICULAR MILITARY SPECIALTIES.**

# STAFF FUNCTIONS

## SPECIAL STAFF OFFICERS

- ADJUTANT
- AIR CONTROL / ANTIAIR WARFARE OFFICER
- AIR OFFICER (IN GROUND UNITS)
- ASSAULT AMPHIBIAN OFFICER
- ARTILLERY OFFICER
- AIRCRAFT MAINTENANCE OFFICER
- AVIATION ORDNANCE OFFICER
- AVIATION SAFETY OFFICER
- CAREER PLANNING OFFICER
- CHAPLAIN
- COMMUNICATIONS-ELECTRONICS OFFICER
- DENTAL OFFICER

# STAFF FUNCTIONS

## SPECIAL STAFF OFFICERS

DISBURSING OFFICER
EMBARKATION OFFICER
FIELD HISTORIAN
FIRE SUPPORT COORDINATOR
FISCAL OFFICER
FOOD SERVICE OFFICER
GROUND RECONNAISSANCE OFFICER
GROUND SAFETY OFFICER

# STAFF FUNCTIONS

## SPECIAL STAFF OFFICERS

- HEADQUARTERS COMMANDANT
- INFORMATION SYSTEMS MANAGEMENT OFFICER
- INSPECTOR
- LEGAL OFFICER
- LANDING SUPPORT OFFICER
- LIAISON OFFICER
- MAINTENANCE MANAGEMENT OFFICER
- PUBLIC AFFAIRS OFFICER
- SPECIAL SERVICES OFFICER
- STAFF JUDGE ADVOCATE

# QUESTIONS